

Harris County Records

Records

Harris County's Records Management Policy and Plan defines a record as:

"Records" shall mean all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, and other information recording media, regardless of physical form or characteristics and regardless of whether public access is open or restricted under the laws of the state of Texas, created or received by Harris County or any of its officers or employees pursuant to law or in the transaction of public business. It does not include blank forms, stocks of publications, reference material, or correspondence and messages of a personal or professional nature than an employee or official may keep at his or her offices that do not document public business.

Non-Records

Harris County's Records Management Policy and Plan defines non-records as transitory records.

"Transitory Record" shall mean all preliminary drafts, duplicates, and convenience copies of records.